**The Garrard County Public Library is now taking applications for a Part-Time employee to work no less than 8 hours or no more than 20 hours per week.  This employee would work primarily evenings and weekends.  Library experience or customer service experience desired.  Starting salary is $13-16.00 per hour, based on qualifications.  Applications will be accepted until end of the business day on August 12, 2024**

**Applications may be picked up at the Garrard County Public Library, 101 Lexington Street, Lancaster, Ky  40444 or from our web site at** [**http://garrardlibrary.org**](http://garrardlibrary.org)**.**

**Job Summary:**

Under the general direction of the director and assistant librarian, circulation clerks handle all transactions for patrons at the circulation desk.

**Job Duties:**

1. Essential job responsibilities and duties may include but are not limited to:
2. Performs circulation activities for the library including checking materials through the circulation desk, registration of patrons, collection of fines and fees and emptying book drops.
3. Resolves problems involving lost or overdue materials and patron registration status.
4. Pulls expired holds and fills new holds.
5. Performs circulation desk opening and closing procedures as required.
6. Shelves library materials and straighten and reads shelves.
7. Answers directional questions and refers library customers to appropriate personnel
8. Provides support activities such as copying and faxing.
9. Answers phone and directs calls to appropriate personnel.
10. Other duties as assigned.

**Experience & Education:**.

1. Relevant library experience and/or customer service experience desirable.

**Skills & Characteristics:**

1. Ability to work independently.
2. Ability to read.
3. Basic computer skills required.

**Physical Demands:**

1. Light work (lifting, pushing or pulling 40 lb. maximum)
2. Movement through the facility, locating and retrieving items and assisting patrons.
3. Visual acuity sufficient to identify materials on shelving up to 90” and to read primarily printed or typed text in a variety of type sizes.

**Work Environment:**

Climate controlled environment

The Garrard County Public Library is an equal opportunity employer.

**Garrard County Public Library**

**Application for Employment**

|  |  |
| --- | --- |
| Last Name | First Name |
| Street Address | City/Zip |
| Phone | E-mail |

Are you legally eligible to work in the United States?

 Yes  No

Are you 18 years of age or older?

 Yes  No

Have you ever been convicted of a felony?

 Yes  No

If yes, please provide the date and explain the nature of each offense.

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Are you related to any library employees or members of the Board of Trustees?

 Yes  No

If so, please list name of relative and nature of relationship.

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**Position Information**

Position Desired:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Full Time  Part Time

Salary Desired:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Available to Begin Work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Hours Available | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| From |  |  |  |  |  |  |  |
| To |  |  |  |  |  |  |  |

**Education: List the school(s) you attended, degree and year of graduation**

|  |  |  |
| --- | --- | --- |
| School | Degree Earned | Year Graduated |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Employment History (Please list last three places of employment, most recent first)**

|  |  |
| --- | --- |
| Company Name | Dates of Employment |
| Address | Phone |
| Supervisor | Rate of Pay |
| Position/Duties | Reason for Leaving |

|  |  |
| --- | --- |
| Company Name | Dates of Employment |
| Address | Phone |
| Supervisor | Rate of Pay |
| Position/Duties | Reason for Leaving |

|  |  |
| --- | --- |
| Company Name | Dates of Employment |
| Address | Phone |
| Supervisor | Rate of Pay |
| Position/Duties | Reason for Leaving |

**Training/Skills: Please describe any specialized education, training or job skills, including computer experience.**

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**Professional References**

|  |  |  |
| --- | --- | --- |
| Name | Phone | Relationship |
| Name | Phone | Relationship |
| Name | Phone | Relationship |

The information provided on this application is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary as arriving at an employment decision. If employed, I understand that any false or misleading information given in my application or interview(s) may result in my dismissal.

I understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I hereby authorize the Garrard County Public Library to conduct a background inquiry on me. I understand that an offer of employment may be contingent on the successful outcome of this background check.

 Yes  No

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_